

**Subchapter A--Introduction**

**PART 301-1--APPLICABILITY**

Sec.

- 301-1.2(c)(1) What is the definition of invitational travel?
- 301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?
- 301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?
- 301-1.2(c)(4) How are travelers noted as “invitational” on travel orders?
- 301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel orders?

**301-1.2(c)(1) What is the definition of invitational travel?**

Invitational travel is travel paid in part or whole by NOAA of persons other than DOC employees, serving without pay, or at \$1 a year.  
*See FTR, Chapter 301-1.*

**301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?**

Invitational travelers are held to the same rules and regulations as NOAA employees and are therefore entitled to the same travel allowances as NOAA employees, i.e., lodging and M&IE not to exceed the maximum. Invitational travelers are entitled to travel advances and are required to procure common carrier transportation through a servicing Travel Management Center.  
*See NTR, Chapter 301-51.5(b) and 51.8 for regulations regarding the issuance of travel advances for invitational travelers.*

**301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?**

Officials authorizing invitational travel orders should ensure, at the time the invitation is extended, that the traveler is aware that **all** of the travel arrangements are being made by NOAA. This is to prevent the invitational traveler from purchasing transportation with personal funds.

**301-1.2(c)(4) How are travelers noted as “invitational” on travel orders?**

“Invitational” is annotated in the title block of the travel order.

**301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel orders?**

Travel orders cannot be issued to contractors who receive a fee for services rendered to NOAA. Travel orders cannot be issued to individuals who have received a grant, and are using the grant.